

# VDF FORM 3-R

## REQUEST FOR PERSONNEL ACTION

<b>Unit Order No:</b>		<b>Through: Channels/ To: CDR VDF, Attn. G1</b>		<b>Date:</b>	
Request that: LAST NAME, FIRST NAME, M.I.				<b>Rank:</b>	ID No.
Full Mailing Address (include City,State,Zip) (HOR):					
Initial     Current Assignment Title:				Unit:	
MTO: Billet #		Para		Line	
<b>A.</b>     Appointed     Enlisted in rank of:				Date:	
<b>B.</b>     Reassigned to Title and Rank:				Unit:	
MTO: Billet #		Para		Line	
<b>C.</b>     Transferred to Title and Rank:				Unit:	
MTO: Billet #		Para		Line	
<b>D.</b>     Separated/Discharged reason:				Type:	
<b>E.</b>     Promote from Rank:				to Rank:	
Number of Scheduled Drills present during last 12 months		Number of Alternative Training Drills during last 12 months		Number of MUTAs attended Drills during last 12 months	
12 Month Non-Drill Volunteer Hours		Date and Rank at     Appt     Enl     Last Promotion			
<b>Signature of Commander or Authorized Representative</b>					
<b>1<sup>st</sup> Endorsement</b>		BN		BDE	
Recommend		Approval     Disapproval		<b>Signature of Commander or Authorized Representative</b>	
<b>2<sup>nd</sup> Endorsement</b>		BN		BDE	
Recommend		Approval     Disapproval		<b>Signature of Commander or Authorized Representative</b>	
<b>3<sup>rd</sup> Endorsement HQ VDF</b>		To CDR:			Date
Approved: Orders to follow     Disapproved due to:					
<b>Signature of Commander or Authorized Representative</b>					
<b>ENCLOSED:</b> Check all applicable.     DD 214     VDF Application Form     Form 337R     Form 428 VDF ID Application     Parental Consent Form     Alien Proof of Legal Residence     VDF CDR's Certification of Promotion Eligibility     Form 35R Promotion Screening Board Recommendation					